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TO NAVADMIN

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NAVADMIN 140/12

MSGID/GENADMIN/CNO WASHINGTON DC/N1/APR//

SUBJ/FY-12 TEMPORARY EARLY RETIREMENT AUTHORITY APPLICATION PROCEDURES//

REF/A/MSG/CNO WASHINGTON DC/202000ZJAN12//

REF/B/DOC/CNPC/20SEP11//

REF/C/DOC/USG/23OCT92//

REF/D/DOC/CNPC/02SEP10//

REF/E/DOC/OSG/31DEC11//

REF/F/DOC/CNPC/02FEB06//

REF/G/DOC/DOD/01JUN08//

NARR/REF A IS NAVADMIN 025/12. REF B IS MILPERSMAN 1910-100 REASONS FOR SEPARATION. REF C IS THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 1993. REF D IS MILPERSMAN 1160-040, EXTENSION OF ENLISTMENTS. REF E IS THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2012. REF F IS MILPERSMAN 1000-150, BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR). REF G IS DOD FINANCIAL MANAGEMENT REGULATION, VOLUME 7A.//

RMKS/1. THIS NAVADMIN OUTLINES APPLICATION PROCEDURES FOR ELIGIBLE SAILORS NOT SELECTED FOR RETENTION BY THE ENLISTED RETENTION BOARD (ERB) WHO DESIRE EARLY RETIREMENT UNDER THE TEMPORARY EARLY RETIREMENT AUTHORITY (TERA), AS ANNOUNCED BY REF A. FOR THE PURPOSE OF THIS MESSAGE, THE TERM "RETIREMENT" IS SYNONYMOUS WITH "TRANSFER TO THE FLEET RESERVE." ALL ELIGIBLE ERB MEMBERS DESIRING CONSIDERATION FOR EARLY RETIREMENT UNDER TERA MUST VOLUNTARILY APPLY USING THE PROCEDURES OUTLINED IN THIS NAVADMIN. THE NEEDS OF THE NAVY WILL BE THE PARAMOUNT CONSIDERATION IN APPROVING INDIVIDUAL REQUESTS FOR RETIREMENT FOR SAILORS WHO WOULD HAVE BEEN EXPECTED TO QUALIFY FOR A 20-YEAR RETIREMENT. ADMINISTRATIVE SEPARATIONS FOR INVOLUNTARY REASONS, AS DEFINED IN REF B, MAY TAKE PRECEDENCE OVER TERA REQUESTS.

2. ELIGIBILITY: ONLY ENLISTED MEMBERS NOT SELECTED FOR RETENTION BY THE FY-12 ERB WHO WILL HAVE COMPLETED AT LEAST 15 YEARS OF ACTIVE SERVICE AS OF 1 SEPTEMBER 2012, ARE ELIGIBLE FOR TERA IN FY-12. ACTIVE SERVICE IS CALCULATED FROM ACTIVE DUTY START DATE (ADSD). ONLY SAILORS WHOSE ADSD IS 2 SEPTEMBER 1997 OR EARLIER ARE ELIGIBLE. ELIGIBILITY REQUIREMENTS WILL NOT BE WAIVED.

3. APPLICATION PROCEDURES FOR EARLY RETIREMENT: ANY QUALIFYING MEMBER WHO DESIRES EARLY RETIREMENT UNDER TERA MUST SUBMIT AN APPLICATION TO NAVY PERSONNEL COMMAND (PERS-835) USING THE FOLLOWING PROCEDURES:

A. DEADLINE: APPLICATIONS FOR EARLY RETIREMENT MUST BE RECEIVED NO LATER THAN 15 JUNE 2012.

B. APPLICATION FORMAT: ALL APPLICATIONS FOR EARLY RETIREMENT UNDER TERA, WITH COMMAND ENDORSEMENT, WILL BE SUBMITTED BY THE APPLICANT'S LOCAL PERSONAL SUPPORT DETACHMENT (PSD)/PERSONNEL OFFICE USING OFFICER PERSONNEL INFORMATION SYSTEM (OPINS) OR NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS) FORCE MANAGEMENT (FORMAN) EVENT. ENTER THE PROGRAM CODE "E" IN EITHER SYSTEM TO INDICATE TERA REQUEST. THE COMMAND'S PASS LIAISON REPRESENTATIVE WILL COORDINATE

WITH THE LOCAL PSD. APPLICATION PROCEDURES MUST BE FOLLOWED EXACTLY AS ANY ERRORS WILL DELAY PROCESSING AND RESULT IN MESSAGE REJECTION AND A REQUIREMENT FOR RESUBMISSION.

C. RETIREMENT DATES: REQUESTED EFFECTIVE RETIREMENT DATE MUST BE NOT LATER THAN 1 SEPTEMBER 2012. TERA ELIGIBLE ERB SAILORS WHO COMPLETE 15 YEARS OF SERVICE PRIOR TO 1 SEPTEMBER 2012 MAY REQUEST AN EARLIER RETIREMENT DATE (30 JUNE, 31 JULY, OR 31 AUGUST) AS APPLICABLE. APPROVAL OF RETIREMENT DATES PRIOR TO 31 AUGUST IS DEPENDENT UPON NOTIFICATION FROM THE OFFICE OF THE SECRETARY OF DEFENSE (OSD) THAT DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) HAS MECHANISMS IN PLACE TO BEGIN PROVIDING TERA RETIREMENT PAYMENTS. SAILORS QUALIFIED FOR EARLY RETIREMENT UNDER TERA, BUT WHO MAY BE REQUIRED TO REMAIN ON ACTIVE DUTY BEYOND 1 SEPTEMBER 2012 ON OPERATIONAL WAIVERS OR TO COMPLETE INDIVIDUAL AUGMENTEE (IA)/GLOBAL PAGE 05 RUEWMFG4346 UNCLAS WAR ON TERROR SUPPORT ASSIGNMENT (GSA)/OVERSEAS CONTINGENCY OPERATION SUPPORT ASSIGNMENT (OSA) TOUR REQUIREMENTS, WILL HAVE THEIR REQUESTED RETIREMENT DATE ADJUDICATED ON A CASE-BY-CASE BASIS.

D. APPLICATION PROCESSING: SAILORS MAY CHECK ON THE STATUS OF THEIR APPLICATION THROUGH BUPERS ONLINE BY CHOOSING "APPLICATION (FORMAN) STATUS".

E. 9/11 GI BILL TRANSFERABILITY: SAILORS ARE NOT ELIGIBLE TO TRANSFER GI BILL BENEFITS ONCE A TERA APPLICATION IS APPROVED.

4. COMPUTATION OF TERA RETIRED PAY: THE BASIC FORMULA FOR CALCULATING TERA RETIRED PAY CAN BE FOUND IN REF C. SPECIFIC PROCEDURES FOR CALCULATING TERA RETIRED PAY, INCLUDING FOR THOSE SAILORS WHO ELECTED TO RECEIVE A CAREER STATUS BONUS (CSB) UNDER THE REDUCED RETIREMENT (REDUX) PLAN, WILL BE PUBLISHED ON THE ERB WEBSITE, AT

[HTTP://WWW.PUBLIC.NAVY.MIL/BUPERS-NPC/BOARDS/ERB/PAGES/DEFAULT2.ASPX](http://www.public.navy.mil/bupers-npc/boards/erb/pages/default2.aspx).

5. BENEFITS AND OBLIGATIONS FOR TERA RETIREES. TRANSITION ASSISTANCE BENEFITS FOR TERA RETIREES ARE THE SAME AS A 20-YEAR RETIREMENT, EXCEPT FOR PAY CALCULATION AND PUBLIC AND COMMUNITY SERVICE (PACS) REGISTRY, IN ACCORDANCE WITH REF C.

A. PACS REGISTRY: TERA RETIREES ARE REQUIRED TO REGISTER FOR PACS, BUT ARE NOT REQUIRED TO ACCEPT EMPLOYMENT. PACS REGISTRATION CAN BE ACCOMPLISHED AT THE NEAREST MILITARY TRANSITION SITE (NORMALLY THE FLEET AND FAMILY SUPPORT CENTER). DEPLOYED SAILORS AND THOSE WITHOUT ACCESS TO A TRANSITION OFFICE CAN SEND APPLICATIONS TO THEIR NEAREST HOMEPORT FLEET AND FAMILY SUPPORT CENTER. VERIFICATION OF REGISTRATION WILL BE ACCOMPLISHED DURING CHECK-OUT PROCEDURES. THE NATIONAL REGISTRY CONTAINS JOBS IN THE FOLLOWING CATEGORIES: EDUCATION, LAW ENFORCEMENT, PUBLIC HEALTH CARE, SOCIAL SERVICES, PUBLIC SAFETY, EMERGENCY RELIEF, PUBLIC HOUSING, AND CONSERVATION AND ENVIRONMENT. UNLIKE PREVIOUS APPLICATIONS OF TERA, ACCEPTING PACS EMPLOYMENT AFTER MILITARY RETIREMENT WILL NOT EARN CREDIT TOWARD A 20-YEAR RETIREMENT.

B. SURVIVOR BENEFIT PLAN (SBP): SBP IS A WAY FOR RETIREES TO PROVIDE A PORTION OF THEIR RETIRED PAY TO SURVIVING ELIGIBLE BENEFICIARIES. HOWEVER, THE OPPORTUNITY TO SIGN UP FOR THIS IMPORTANT BENEFIT COMES ONLY AT RETIREMENT, AND A DECISION NOT TO ENROLL IS IRREVOCABLE. THEREFORE, IT IS IMPERATIVE THAT APPLICANTS CONSULT WITH THEIR CAREER COUNSELORS FOR FULL INFORMATION ON SBP OPTIONS.

C. ERB SAILORS APPROVED FOR EARLY RETIREMENT WILL BE QQQQ VOLUNTARILY RETIRED NOT LATER THAN 1 SEPTEMBER 2012 (EXCEPT AS NOTED IN PARAGRAPH 3.C ABOVE) AND WILL NOT BE ENTITLED TO INVOLUNTARY SEPARATION PAY (ISP).

WHILE THOSE SAILORS OFFERED EARLY RETIREMENT WILL NO LONGER QUALIFY FOR ISP, THEY WILL REMAIN QUALIFIED FOR ENHANCED ERB TRANSITION BENEFITS UNTIL THEIR RETIREMENT DATE. SAILORS MAY BE ABLE TO RETIRE PRIOR TO 1 SEPTEMBER 2012 IF THEIR APPLICATION FOR EARLY RETIREMENT IS APPROVED AND THEY HAVE COMPLETED AT LEAST 15 YEARS OF ACTIVE SERVICE.

6. SHORT TERM EXTENSION (STE). PER REF A, ELIGIBLE SAILORS DESIRING TO APPLY FOR EARLY RETIREMENT, WHOSE CURRENT EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS) AS EXTENDED, OR "SOFT" EAOS (SEAOS), IS PRIOR TO 1 SEPTEMBER 2012 SHOULD SUBMIT A STE REQUEST TO NAVY PERSONNEL COMMAND (PERS-81).

A. STE INCREMENTS: PER REF D, EXTENSIONS SHALL BE EXECUTED IN MONTHLY INCREMENTS. STE REQUESTS SHALL NOT BE FOR AN INCREMENT WHICH WOULD RESULT IN THE MEMBER'S SEAOS EXCEEDING SEPTEMBER 2012 UNLESS THE SAILOR IS APPROVED FOR AN OPERATIONAL WAIVER. EXAMPLE: AN ELIGIBLE SAILOR WITH A CURRENT EAOS OF 5 JUNE 2012 MAY REQUEST A STE NOT TO EXCEED THREE MONTHS, BECAUSE A STE OF FOUR OR MORE MONTHS WOULD RESULT IN A SEAOS AFTER SEPTEMBER 2012.

NOTE: SINCE NAVPERSCOM COMPUTER SYSTEMS ONLY ALLOW STE INCREMENTS IN MONTHS, A SAILOR MAY BE GRANTED A STE THAT APPEARS TO EXTEND THEIR REMAINING ACTIVE SERVICE BEYOND 1 SEPTEMBER 2012. HOWEVER, ERB MANDATORY SEPARATION DATE WILL STILL TAKE PRECEDENCE OVER THE STE.

B. STE REQUEST PROCEDURES: ALL REQUESTS SHALL BE SUBMITTED VIA EMAIL TO PERS-81(AT)NAVY.MIL.

(1) COMMANDING OFFICERS MUST ENDORSE STE REQUESTS PRIOR TO SUBMISSION TO PERS-81.

(2) THE FOLLOWING EMAIL SAMPLE FORMAT SHALL BE USED FOR REQUEST SUBMISSION:

FROM: COMMANDING OFFICER, VFA-XX

TO: COMMANDER, NAVY PERSONNEL COMMAND (PERS-81)

SUBJ: FY-12 TEMPORARY REARLY RETIREMENT AUTHORITY SHORT TERM EXTENSION REQUEST ICO PS1 I. M. SAILOR

1. THE FOLLOWING INFORMATION IS PROVIDED.

A. PS1 I. M. SAILOR, 0000 (RATE/NAME/LAST FOUR)

B. ADSD:

C. PEBD:

D. SEAOS:

E. REQUESTED TEMPORARY REARLY RETIREMENT AUTHORITY (TERA) EARLY RETIREMENT DATE:

F. DATE TERA EARLY RETIREMENT REQUEST SUBMITTED:

G. NUMBER OF STE MONTHS REQUESTED:

2. REQUEST SUBMITTED BY NCC SAILOR (PERSON SENDING EMAIL), BY DIRECTION OF THE COMMANDING OFFICER.

3. POINT OF CONTACT EMAIL/PHONE NUMBER: CCC(AT)NAVY.MIL/DSN XXX- XXXX. (COMMAND CONTACTS EMAIL AND PHONE NUMBER).

C. EXECUTION OF SHORT TERM EXTENSION: RECEIPT OF PERS-81 APPROVAL IS REQUIRED PRIOR TO EXECUTION OF A STE VIA NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS).

(NOTE: PREVENTIVE ACTION HAS BEEN TAKEN TO ELIMINATE THE OCCURRENCE OF NSIPS ERROR DUE TO ESTIMATED DATE OF LOSS TO THE NAVY (EDLN) DATE AND EDLN REASON FIELDS. SHOULD AN EDLN RELATED ERROR OCCUR, SERVICING PSD MUST CONTACT PERS-835 FOR ASSISTANCE.)

D. STE CANCELLATION. EXCEPT AS WAIVED FOR OPERATIONAL COMMITMENTS OR TO FULFILL IA/GSA/OSA TOUR REQUIREMENTS, ERB NON- RETAINED SAILORS MUST SEPARATE NO LATER THAN 1 SEPTEMBER 2012. SAILORS WHO HAVE STE APPROVED FOR THE SOLE PURPOSE OF APPLYING FOR EARLY RETIREMENT UNDER TERA, WHOSE EARLY RETIREMENT APPLICATIONS ARE THEN DISAPPROVED, WILL HAVE THE STE CANCELLED AND WILL SEPARATE WITHIN 30 DAYS OF EARLY RETIREMENT DISAPPROVAL OR THE ORIGINAL EAOS/SEAOS, WHICHEVER IS LATER.

7. BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR). ELIGIBLE MEMBERS WHO WERE DISCHARGED ON OR AFTER THE EFFECTIVE DATE OF REF E (31 DECEMBER 2011), WHO WERE UNABLE TO COMPLETE AN APPLICATION FOR EARLY RETIREMENT UNDER TERA WHILE ON ACTIVE DUTY, MAY PETITION BCNR IN ACCORDANCE WITH REF F IF EARLY RETIREMENT UNDER TERA IS DESIRED.

NOTE: SECURING EARLY RETIREMENT VIA BCNR PETITION WILL REQUIRE ISP RECOUPMENT PER REF G.

8. POINTS OF CONTACT: NAVY PERSONNEL COMMAND POC FOR GENERAL QUESTIONS REGARDING FY-12 TERA POLICY IS THE NPC CUSTOMER SERVICE CENTER AT 1-866-U-ASK-NPC (1-866-827-5672).

A. DIRECT SPECIFIC QUESTIONS REGARDING FY-12 TERA POLICY FOR ERB SAILORS TO OPNAV (N132) VIA EMAIL TO NXAG_N132C(AT)NAVY.MIL.

B. DIRECT SPECIFIC QUESTIONS REGARDING FY-12 TERA ELIGIBILITY TO PERS-835 AT NPC AT (901) 874-3246.

C. FOR BCNR SPECIFIC CONCERNS OR POC INFORMATION, VISIT THE BCNR WEBSITE AT [HTTP://WWW.DONHQ.NAVY.MIL/BCNR/BCNR.HTM](http://www.donhq.navy.mil/bcnr/bcnr.htm).

9. RELEASED BY VICE ADMIRAL S. R. VAN BUSKIRK, N1.//

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